

**MWI 4300.1
REVISION B**

**EFFECTIVE DATE: October 28, 2004
EXPIRATION DATE: October 28, 2009**

MARSHALL WORK INSTRUCTION

AD01

DISPOSAL TURN-INS/ REUTILIZATION SCREENING

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Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: B
	Date: October 28, 2004	Page 2 of 8

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		4/10/00	This document replaces MMI 4350.2, MMI 4310.1, and the disposal portion of MM 4000.1.
Revision	A	1/31/03	Fixed URL in footer, changed the numbering in section 3 from letters to numbers, deleted the old cancellation statement replacing it with the current cancellation statement. Added NPDMS and pickup document to definitions, Section 6, removed, "This procedure does not apply to CSOC." Added statement in section 6, "The user must ensure equipment is rendered free of any hazardous material or waste prior to processing for turn in action. " In section 6.1.2.1, added "must contact security" when disposing of combination safes. 6.1.4, changed opens to closes. Section 9, Removed forms as official records and added the statement, "All official disposal records are maintained within the Marshall Space Flight Center's legacy system, NPDMS. Removed any reference to APRS (Automated Procurement Request System). Removed references to ADP and ADPE and replaced with IT.
Revision	B	10/28/2004	Revision in response to HQ Rules Review Action (CAITS: 04-DA01-0387). Removed portions of the document to clarify the remaining requirements.

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Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: B
	Date: October 28, 2004	Page 3 of 8

1. PURPOSE

The purpose of this Marshall Work Instruction (MWI) is to implement instructions pertaining to the property disposal and reutilization functions of the Center.

2. APPLICABILITY

The provisions of this MWI shall be applicable to all personnel engaged in property disposal and reutilization activities within Marshall Space Flight Center MSFC, including onsite contractors when contractually specified. This document shall not apply to the disposal of hazardous waste. Hazardous waste disposal shall be in accordance with MPR 8500.1.

3. APPLICABLE DOCUMENTS

3.1 MPR 8500.1, "MSFC Environmental Management Program"

3.2 MWI 4200.1, "Equipment Control"

3.3 NPR 4310.1, "Identification and Disposition of NASA Artifacts"

4. REFERENCES

None

5. DEFINITIONS

5.1 Artifacts.

5.1.1 Artifacts, in accordance with NPR 4310.1, as applied to NASA, are unique objects that document the history of the science and technology of aeronautics and astronautics. Their significance and interest stem mainly from their relation to the following: historic flights, programs, activities, or incidents; achievements or improvements in technology; our understanding of the universe; and important or well-known personalities.

5.1.2 Space-related artifacts may include, but are not limited to: objects such as major program vehicle components, unique devices, prototype and proof test articles, payloads or individual instruments, flight spares, astronaut tools and paraphernalia, design concept models, and high-fidelity simulators. Aeronautics artifacts include, but are not limited to: experimental aircraft, test and simulation devices, prototype systems, structural and test models, and flight-tested materials.

5.2 Condition Code. A numeric code designation indicating the physical condition of property (see Appendix A for the codes).

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: B
	Date: October 28, 2004	Page 4 of 8

5.3 Disposal. The process of transferring NASA excess personal property to another Federal agency, donating, selling, abandoning, or destroying surplus personal property.

5.4 Excess. Personal property which is determined to be unnecessary to the needs and discharge of the responsibilities of an individual, organization, installation, or agency.

5.5 LSC. Logistics Services Contractor

5.6 NPDMS. NASA Property Disposal Management System. The NPDMS provides NASA with an agency wide disposal management tracking system to support operational requirements for the utilization, transfer, donation, sales, or other disposal of Idle NASA Personal Property.

5.7 Organizational Property Managers. An individual organizationally responsible for providing property oversight to organizational users on all property related issues. This individual may be delegated signature approval authority by the department/office manager.

5.8 Property Disposal Officer (PDO). The official appointed by the installation director responsible for managing the installation's screening, redistribution, and disposal functions. (See NPR 4300.1)

5.9 PMG. Property Management Group

5.10 ROI. Report of Incident. A report written by NASA security on any incident that they are called to investigate.

5.11 Safe. Security container.

5.12 SRS. Service Request System. The Web-based request system for resources from Center Operations.

5.13 Survey Report. A report of administrative action taken to investigate and review lost, damaged, destroyed, or believed stolen Government property and to assemble pertinent facts and to determine the extent of such loss, damage, or destruction, or theft.

6. INSTRUCTIONS

Customers requiring disposal of property shall maintain responsibility for all property until picked up by appropriate contractor.

In addition, if the user believes the property to be an artifact, a description of the item's relationship to the historically significant program or project, system, subsystem, prototype, test unit, or facility shall be required. The artifact shall be accompanied by other identifying documents such as operating handbooks, summary reports, drawings, log books, photographs,

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: B
	Date: October 28, 2004	Page 5 of 8

videotapes, motion picture film, audio tapes, and historically significant telemetry and test data. If possible, a recent photograph of the artifact shall accompany the turn-in document.

The user shall ensure equipment is rendered free of any hazardous material or waste prior to processing for turn in action and that all facilities have been disconnected, such as electrical, plumbing, air conditioning, etc.

<u>Actionee</u>	<u>Subpart</u>	<u>All Actions Shall Be Performed</u>
	6.1	Disposal Turn-ins
Customer/User	6.1.1	Accesses service online via SRS and follows the online instructions.
	6.1.2.	<p>Submits the following basic disposal information for property management in the following categories:</p> <ul style="list-style-type: none"> • Requestor name • Organization code • Telephone number • Location of equipment (building and room numbers) • Organizational property manager's name • Department manager's name (has this request to excess been discussed with department manager prior to this request Y/N) • Brief description and estimated condition of the property (See Appendix A) • ECN • Quantity • Additional remarks (i.e., locked room, point of contact, etc.) • Type of property: <ul style="list-style-type: none"> ◆ controlled equipment ◆ non-controlled equipment (includes furniture) ◆ combination safes (shall contact security)
SRS	6.1.3	Interactive system receives and processes information and assigns service work order number.
	6.1.3.1	Sends notification to department manager via e-mail with embedded link to approval screen for action.
Department Manager	6.1.4	Reviews and either approves or disapproves.

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: B
	Date: October 28, 2004	Page 6 of 8

SRS	6.1.5	If disapproved, cancels turn-in service work order, sends notification to customer, and closes relocation/reutilization work order.
	6.1.5.1	If approved, sends notification of approval to applicable custodian.
LSC	6.1.6	Processes all disposal actions through final disposition.
	6.1.7	Closes SRS if item cannot be found and notifies user to initiate a ROI and survey report if required in accordance with MWI 4200.1.
	6.2	Reutilization Screening
Customer	6.2.1	Shall forward all procurement requests to LSC for screening against excess listings for possible reutilization of property in lieu of new procurement.
LSC	6.2.2	Screens all contractor and government procurements for possible reutilization prior to new procurement.
PMG	6.2.3	PDO reviews and approves reutilization request and returns to LSC.
LSC	6.2.4	Receives property and delivers to customer.

7. NOTES

A listing of points of contact, (i.e., LSC, PMG, etc.), can be obtained by accessing Inside Marshall.

8. SAFETY PRECAUTIONS AND WARNING NOTES

For reasons of both safety and user accountability, under no circumstances shall the customer/user place excess property in the halls/building corridors.

9. RECORDS

All official disposal records shall be maintained within NPDMS. All data within NPDMS shall be backed up nightly and weekly. The data shall be retained for the life of NPDMS.

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Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: B
	Date: October 28, 2004	Page 7 of 8

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

None

12. CANCELLATION

MWI 4300.1A dated January 31, 2003

Original signed by
Robin N. Henderson for

David A. King
Director

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: B
	Date: October 28, 2004	Page 8 of 8

APPENDIX A

CONDITION CODES	
<u>Disposal Condition Code</u>	<u>Brief Definition</u>
1	Unused -- good
4	Used - - good
7	Usable - -repairs required
X	Salvage
S	Scrap

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